

<p>DEPARTMENT OF GENERAL ADMINISTRATION</p> <p>POLICIES, PROCEDURES & TASK OUTLINES</p>	<p>DATE</p> <p>10-5-07</p>
	<p>APPROVED</p> <p>Linda Villegas Bremer</p>

Capitol Campus Facilities
****Policy 01FACLTYPOL****

Introduction

The purpose of this document is to outline department policy for coordinated, non-disruptive use of capitol facilities by the public and by commercial organizations.

Background

The buildings and grounds of Washington's capitol campus are maintained by its citizens for the purpose of conducting the business of state government. Public participation and involvement by citizens is encouraged. Therefore, where and when access is allowed, state government must provide for non-discriminatory access to and use of capitol facilities by all citizens.

References

- Washington State Constitution, Article 11;
- RCW 42.17.130, 66.44.100;
- WAC 236-12 -065, 150, 170, 171, 175, 180, 430, 440, and 470; and
- Department procedures and task outlines.

Definitions

Campus Relations Office: The Campus Relations Office, Division of Capitol Facilities, is responsible for scheduling events that involve capitol campus facilities.

Capitol Campus Facilities: Capitol campus buildings and properties subject to the jurisdiction of the department including:

- Public areas within state buildings on the capitol campus and in the Old Capitol Building adjacent to Sylvester Park;
- Capitol campus grounds including Sylvester Park and Marathon Park; and the
- Surface and shores of Capitol Lake.

Capitol Campus Activities and Events Calendar: monthly schedule of capitol campus events distributed to tenant agencies located on the capitol campus.

Requester/User: member of the public or commercial organization that requests and/or uses capitol campus facilities.

Campus Relations coordinator: the individual responsible for scheduling use of capitol campus facilities.

Policy

1. First priority in the use of capitol facilities shall be given to activities related to state government needs. Any other use requires authorization in advance by the department in accordance with established procedures and may not disrupt state government use of capitol facilities.
2. If there will be no conflict with state government needs, capitol campus facilities may be made available to members of the public or commercial organizations if:
 - Written request is made to the department in advance in accordance with established procedures;
 - The department shall issue its decision either authorizing or denying use of the common areas within five (5) business days. The department shall state its reasons for denial in writing;
 - Scheduling is on a "first come, first served" basis; and
 - Proposed event meets established criteria (see below).
3. Criteria for evaluating proposed use of capitol campus facilities include the following:
 - Nature, Size and Time of Activity - The size and time schedule of the proposed activity must be consistent with the intent and decorum of the seat of state government and the appropriate, non-disruptive use of public facilities. For example, weddings may not be conducted in the capitol when the legislature is in session.
 - Consumption of Alcoholic Beverages - Consumption of alcoholic beverages in the public areas of the capitol campus buildings or grounds is prohibited, with the exception of official affairs of state;
 - Security - No activity may be authorized or permitted if there is potential for conflict with a previously scheduled activity, or conduct of the activity may lead to damage or injury to persons or property;

- Legality - The activity must not violate any federal, state or local constitutional requirements, statutes or ordinances;
 - Potential for Disruption -- The activity must NOT:
 - Disrupt orderly flow of pedestrian and vehicular traffic;
 - Interfere with the conduct of state business on the capitol grounds or in capitol buildings; or
 - Block access to state buildings.
 - Costs - The state must be paid for any license fees, anticipated costs or costs resulting from the activity. If the activity requires an additional cost to the state outside of the normal services provided by the department or other agencies, requests shall pay the costs related to their activity. Fees will be deposited into an appropriate account within the Department of General Administration. All expenses related to commercial project or event, i.e., users fees, security, staff support, location monitor, parking, etc, shall be paid by requestor/user. Fees will be deposited into the appropriate Department of General Administration account.
 - Risk to State - The activity should not pose an unreasonable risk of exposure or liability to the state of Washington. The scope of the activity or event may require a risk assessment, certificate of insurance, hold harmless agreement, or contract. Such assessments must be made on a non-discriminatory basis and in compliance with laws and cases protecting speech under the First Amendment.
3. Public use of capitol facilities is subject to department authorization and may be authorized if it meets established criteria including payment of required fees (see above). Public use of capitol facilities may include, but is not limited to, activities such as rallies, demonstrations and vigils related to government issues, performances, community events, activities sponsored by state agencies, cultural, historical and educational activities, exhibits and displays, affairs of state, wedding ceremonies, choral presentations, and memorial services. Authorization for use of capitol facilities shall not be made on a discriminatory basis based on the religious or political content or viewpoint of the public speakers seeking access to the facilities.
 4. Commercial use of capitol facilities is subject to department authorization and may be authorized if it is consistent with state-government needs, and meets established criteria including payment of required fees (see above). Commercial use of capitol facilities may include activities such as feature film or commercial video productions and commercial still photography.

Sales, solicitation or fund raising is not permitted on the west or east campus, however designated areas may be used for vendor sales during traditional community supported events such as Capitol Lakefair or Capitol City Marathon. Use of less formal areas of the capitol campus such as Sylvester Park and Marathon Park may be made available to non-profit organizations such as March of Dimes and Music in the Park that are holding activities which may involve sales or solicitations.

Agency directors may authorize sales and solicitations within their own offices and buildings which meet criteria (see above). Typical activities would include agency sponsored fund raisers or charitable activities and distribution or advertisements or promotional activities, such as Washington Wellness Program, State Employees Credit Union, and insurance companies authorized by the Department of Personnel.

Effective

This policy is effective immediately.

DEPARTMENT OF GENERAL ADMINISTRATION POLICIES, PROCEDURES & TASK OUTLINES	DATE 10-5-07
	APPROVED Linda Villegas Bremer

Scheduling Use of Capitol Campus Facilities
Procedure 01SCHED.PRO

Introduction

This document outlines how the Office of Campus Relations schedules use of capitol campus facilities for members of the public and commercial organizations.

Background

Department policy provides criteria for determining if proposed use of capitol facilities will be appropriate and not disrupt state operations. These criteria apply to use by members of the public and by commercial organizations. Events that meet these criteria shall be scheduled on a "first come, first served" basis in accordance with the following procedure. NOTE: See policy for definitions of terms.

Procedure

Action by:	Action:
1. Requester/User	<i>Individual or organization interested in scheduling an event on the capitol campus contacts the Visitor Center Coordinator, Campus Relations Office (CRO), P.O. Box 41020, Olympia, WA 98504-1020, telephone (206) 586-3460, or FAX (206) 586-4636.</i>
2. Campus Relations Coordinator	<i>a. Obtains the full name, organization name (if any), address and telephone number of the requester/user (contact person).</i>
	<i>b. Determines the kind of event and specifically what area of the campus is requested. If this kind of event is specifically prohibited (see policy), informs the requester/user.</i>

2. (cont.)	<i>c. If request is for use of Senate facilities, refers requester/user to: Office of the Secretary, Washington State Senate, Legislative Building, Room 306, Olympia WA 98504-0482, telephone (206) 786-7550.</i>
	<i>d. If request is for use of House of Representatives facilities, refers requester/user to: Office of the Chief Clerk, Washington State House of Representatives, Legislative Building Olympia WA 98504-0482, telephone (206) 786-7750.</i>
	<i>e. If request, is for use of other than Senate or House facilities, informs the requester/user that use of capitol facilities is by permit only.</i>
	<i>f. Checks campus master calendar to determine if the requested date/time/area is available. If date/time/area is available, blocks out the date/time/area on the master schedule. If date/time/area is NOT available, informs the requester/user.</i>
	<i>g. Again, reminds the requestor /user that a written request must be submitted to CRO specifying the date/time/area and nature of the event <u>before</u> CRO can issue permit.</i>
3. Requestor/User	<i>Forwards written request to use capitol campus facilities specifying the date, time and area requested and the nature of the event.</i>
4. Campus Relations Coordinator	<i>a. When written request is received, rechecks master schedule to ensure that date/time/area is still available. A decision authorizing or denying use shall issue within five(5) business days.</i>
	<i>b. If event cannot be scheduled, contacts and informs requester/user that: requested date/time/area is not available or that event of this nature is prohibited on capitol campus. Reasons for denial shall be stated in writing.</i>
	<i>c. If event is prohibited, notifies requester/user that written appeal may be</i>

	<i>submitted to Director, Department of General Administration, P O BOX 41000, Olympia WA 98504-1000</i>
4. (cont.)	<i>d. If the event will require coordination with other agencies on campus, contacts major building tenants and requests their agreement. (Note: Building tenants will be notified of activities and events by the monthly Capitol Campus Activities and Events Calendar).</i>
	<i>e. If other agencies agree, prepares and forwards permit to requester. Will notify Washington State Patrol of all activities and permits issued.</i> <i>If other agencies do NOT agree, writes requester/user indicating that capitol facilities requested will not be available, and states the reasons for denial.</i>